



11 OCT -4 P1:47

DOFAW - SPO - 12 - 0022

STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: State Department of Land and Natural Resources/DOFAW/MAUI

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Gasoline/Diesel fueling for the Department of Land and Natural Resources, Division of Forestry & Wildlife on the island of Molokai.

4. Name of Vendor: Rawlins' Chevron Service

Address: 20 Maunaloa Highway
Kaunakakai, Hawaii 96748

5. Price:

\$5.09/5.29 per gal.

6. Term of Contract:

Upon CPO 10/11/2011 To: 12 mos. from CPO approval
From: Approval Date 10/11/11

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
There are only two (2) gas stations on the island of Molokai. Rawlins' Chevron Service and Hayaku Gas & Go. (See attached Small Purchase Written Quotations)

In the last fiscal year (7/1/2010 to 6/30/2011) DLNR DOFAW spent approximately \$16,000.00 on fuel.

While both stations are competitive priced for gasoline, Rawlins' Chevron Service quoted diesel fuel at a lower cost.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Employees will monitor fuel prices and any dramatic changes will necessitate change in vendor.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

A purchase order (PO) will be made to the vendor by DLNR/DOFAW to purchase fuel. The PO will be signed by the respective program manager or division head and approved by the Fiscal Office.

Invoices will be submitted to the Fiscal Office for payment with all necessary approvals and accurate records will be maintained of all fuel expenditures.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Juliet Kazanjian	Fiscal Management Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Dennis Takahashi	Accountant	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
John S. Cumming	Branch Mgr., Maui District	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Jo-Ann S. Kono	Secretary I, Maui District	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Evonne L. Rodrigues	Account Clerk II, Maui District	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Land and Natural Resources Contact Name: John S. Cumming Phone Number: 808-984-8100 Fax Number: 808-984-8111
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

PSC [Signature]
Department Head

10/3/11
Date

Reserved for SPO Use Only	
15. Date Notice Posted <i>10/5/2011</i>	
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <div style="margin-left: 200px;"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </div>	
Chief Procurement Officer's comments: <p>This approval is for the period 10/11/11 to 10/10/12 and is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and award is required to be posted on the Awards Reporting System.</p> <p>Department is reminded to use the current SPO forms available on the SPO website.</p>	

16. ☒ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION REQUIRED**

[Signature] *10/11/2011*
Chief Procurement Officer Date

STATE OF HAWAII

SMALL PURCHASE WRITTEN QUOTATIONS

1. Date: SEPTEMBER 27, 2011

2. Company: Rawlins' Chevron Service

3. Phone/fax No. 808-553-3214 /

4. Address: 20 Maunaloa Highway

5. City/State/Zip: Kaunakakai, Hawaii 96748

6. Vendor Representative: LOPI-LEI RAWLINS - CRIVELLO

7. PROVIDE A QUOTATION for the following good/service/construction (Describe or ☐ see attached specifications):

1. Unleaded Regular Gasoline \$5.09 PER GALLON

2. Diesel Fuel \$5.29 PER GALLON

8. QUOTATION REQUESTED BY (☐ mail ☐ e-mail ☐ fax this quotation by _____ (date), _____ (time) to the following):

9. Dept/Agency DLNR/DOFAW/MAUI

10. Address 54 South High St., Rm. 101

11. City/State/Zip Code: Wailuku, Hawaii 96793

12. Contact Person Antone Ledesma

13. Phone/fax No 808-553-1745 / 808-553-1746

13A. e-mail Antone.L.Ledesma@hawaii.gov

VENDOR TO COMPLETE ITEMS 14 THROUGH 25 BELOW

14. Item No.	15. Description of Item	16. QTY	17. UNIT PRICE	18. TOTAL PRICE
1	REGULAR GASOLINE		\$5.09	
2	DIESEL FUEL		\$5.29	
19. Additional information or terms (i.e. delivery time, warranty period, etc.):			20. Shipping/ Handling	
			21. State Tax	
			22. TOTAL SUM PRICE	

23. Quote No. _____ 24. Price(s) shall remain firm for _____ days.

25. Vendor Representative: [Signature]

Signature

9/27/11
Date

Title: VP

P.E. 12-031B

STATE OF HAWAII

SMALL PURCHASE WRITTEN QUOTATIONS

1. Date: 09-27-11

2. Company: Hayaku Gas & Go

3. Phone/fax No. 808-553-3444 /

4. Address: P.O. Box 987

5. City/State/Zip: Kaunakakai, Hawaii 96748

6. Vendor Representative: Kathleen Kaai

7. PROVIDE A QUOTATION for the following good/service/construction (Describe or ☐ see attached specifications):

1. Unleaded Regular Gasoline
2. Diesel Fuel

8. QUOTATION REQUESTED BY (☐ mail ☐ e-mail ☐ fax this quotation by _____ (date) _____ (time) to the following):

9. Dept/Agency DLNR/DOFAW/MAUI

10. Address 54 South High St., Rm. 101

11. City/State/Zip Code: Wailuku, Hawaii 96793

12. Contact Person Antone Ledesma

13. Phone/fax No 808-553-1745 / 808-553-1746

13A. e-mail Antone.L.Ledesma@hawaii.gov

VENDOR TO COMPLETE ITEMS 14 THROUGH 25 BELOW

14. Item No.	15. Description of Item	16. QTY	17. UNIT PRICE	18. TOTAL PRICE
1	Unleaded Regular		5.09	
2	Diesel		9.52	
19. Additional information or terms (i.e. delivery time, warranty period, etc.):			20. Shipping/ Handling	
			21. State Tax	
			22. TOTAL SUM PRICE	

23. Quote No. _____ 24. Price(s) shall remain firm for _____ days.

25. Vendor Representative: _____


 Signature
 Title: Office Manager

Date

PE 12-031B